

# AGR APPLICATION STANDARDS

Applications must be postmarked on the closing date.

Applications must be complete, incomplete applications will be returned without action.

Applicants will submit all requested documentation with the application. If a requested document is not available the applicant will include a memorandum addressing the requested documentation. This memorandum must provide a reason why the document is omitted. A separate memorandum is required for each omitted document.

Applications will not be stapled, bound or submitted in document holders. Submit applications in a plain envelope.

Unsigned applications are incomplete and will be returned without action. Applicants will not be contacted to take corrective action.

Applicants are solely responsible for submission of their applications. Do not expect someone in your chain of command or NCO Channel to obtain documentation for you. It is your responsibility to submit a complete application.

Do not submit an application if you are flagged for APFT/Weight Control or adverse action. These applications will be returned without action as selection for an AGR position is a favorable personnel action.

Do not fax or email your application, this is misuse of government property and the AGR Branch can not accept your application submitted via this method. Exception: Deployed soldiers stationed OCONUS in a combat theatre, please include your deployment orders or memorandum from your Commander.

Due to the volume of applications received the AGR branch cannot assist you in preparing your application.

You are encouraged to contact the AGR branch approximately 7-10 days after the close date to verify the receipt of your application.